



GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE

TESTING TERMINOLOGY

Terminology	Preferred/ Correct	Not Preferred/ Incorrect	Research ONLY
"GED"	GED credential • GED Diploma • GED Certificate	a GED	
"test-taker"	Test-taker	Candidate	Examinee, Candidate, Completer, Passer
	GED credential recipient	Graduate Credential holder	
"www.GEDtest.org"	www.GEDtest.org	www.gedtest.org www.GEDtests.org	
"GED Tests"	GED Tests, the tests	GED tests, the Tests	
"GED Test battery"	GED Test battery, the test battery	GED test Battery, the Tests battery	





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TEST SESSION DEMONSTRATION



www.GEDtest.org

A Program of the American Council on Education®

BEFORE THE TEST



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Examiner Has

- Removed Correct Number of Tests
- Completed Inventory (L-22)
- Placed Test in Secure Interim Storage
- Made Sure Room is Appropriate for Testing Session

BEFORE THE TEST



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Examinees Have

- Pre-registered Online
- Paid Fee in Advance
- Submitted Testing Applications and Documentation in Advance

Proof of Registration



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- Use legal name
- Provide current/complete mailing address
- Verify date of birth is correct
- Only use Social Security number or assigned jurisdiction number
- Those with scannable demographic complete state-specific items

IDENTIFICATION



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- Valid driver's license, passport, military identification card, or other form of government-issued identification
- Must show name, address, date of birth, signature, and photograph

SURVEILLANCE LOG, SEAT CHART



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- Name of Test-takers and ID Numbers
- Test Form and Serial Number of Test Booklet
- Essay Topic Letter
- Time Materials Issued and Collected
Note Times for Part 1 and Part 2

TABLE 1 <i>Mark Oberst - 1D</i>	TABLE 2 <i>Chris Combs - 1J</i>
TABLE 3 <i>Cassandra Wilson - 1K</i>	TABLE 4 <i>Mary Morton - 1D</i>

STANDARD DIRECTIONS



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5.3 Standard Directions To Be Read Aloud by the GED Chief Examiner or the GED Examiner

POLICY: All GED Chief Examiners and GED Examiners shall administer the GED Tests in strict adherence to the instructions and procedures disseminated by the GED Testing Service.

General Directions for the GED Tests

These directions are applicable to all GED Tests and should be read verbatim before any candidate begins taking the GED Tests. If testing order differs from that in this booklet, read these directions aloud before the first test.

SAY: On behalf of the GED Testing Service, and [name of your local testing center], I welcome you today to GED testing, and wish you success in earning a GED diploma .

Y: Please check around your seat and on your person. Take tote bags, bags, pens, pencils, backpacks, calculators, jackets, coats, hats, food items, books, dictionaries, notebooks, scratch paper, and electronic devices, including cell phones and cameras, and any other not approved items to the designated storage area before we start the testing session. Turn off all cell phones, pagers, or other electronic devices before placing them in the storage area.

Section 5: Administration of the GED Tests





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AFTER THE TEST



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After the testing session, the GED Examiner should:

- Ensure that all answer sheets are accounted for. Inspect all used test booklets for any marks, damage, or missing pages before returning them to locked storage.
- Transport all secure testing materials in a locked case to the secure storage area immediately after the test session.
- Use Form L-22 (Inventory of GED Secure Materials Removed and Returned to Secure Permanent Storage) to complete an inventory of materials before returning them to permanent storage.

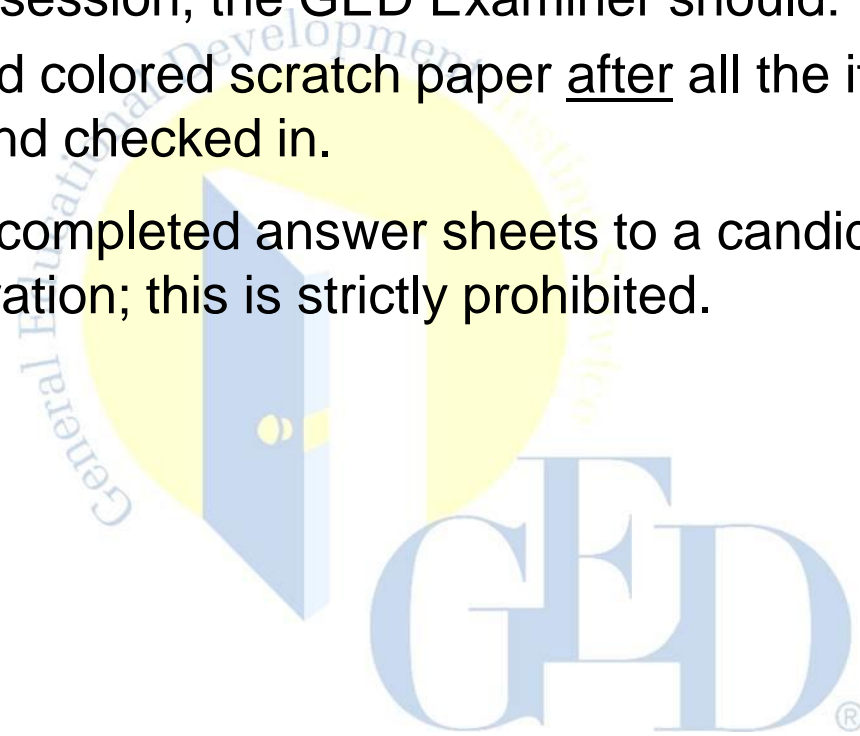
AFTER THE TEST



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After the testing session, the GED Examiner should:

- Shred all used colored scratch paper after all the items are inventoried and checked in.
- Never return completed answer sheets to a candidate for a future test administration; this is strictly prohibited.



AFTER THE TEST



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After the testing session, the GED Examiner should:

- Scan all answer sheets within two working days after the test session.
- Lock all answer sheets in your approved secure storage. Retain answer sheets for 90 days.
- Retain the test surveillance log, seating chart and sign-in sheets as a history of the test session.





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QUESTIONS & COMMENTS